

The following is a suggested work plan outline for your assessment project.
Blue *italicized* text should be reviewed and updated/inserted or omitted, as appropriate.

After entering new info, to update Table of Contents (TOC),
right click on TOC and choose "Update field."

EPA REGION 10
BROWNFIELDS ASSESSMENT COOPERATIVE AGREEMENT
indicate Site-Specific (Single Site), Community-Wide, or Coalition
if Site-Specific, please add Site Name
WORK PLAN

FOR

Project Name

Date of Draft

Date of Final

Submitted by

Recipient Name

Recipient Address

Lead Contact Name and

Address if different than above

Phone Number

Fax

Email

Website if available

WORK PLAN FOR BROWNFIELDS ASSESSMENT COOPERATIVE AGREEMENT

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1. INTRODUCTION

1.1 Project Description, Goals and Objectives

Provide an overview of the project including the program objectives (e.g. revitalize industrial park) and goals (e.g. cleanup XYZ property) for the project period, which may be up to three years. To provide context, include a brief background on the community(ies) where the project will take place. The proposed work should reflect what was included in the competitively selected application, as well as any changes or clarifications requested by the EPA Brownfields Project Manager.

For Site-Specific Assessments –

Property Location: Provide the property address, GPS Coordinates, and Tax Lot numbers as appropriate. Include a map as a workplan addendum.

1.2 Organizational Structure and Responsibilities

Include a description of your organization indicating organizational structure, communication flow, and roles and responsibilities of all key entities supporting this project – including EPA, the State, Assessment Coalition Partners, and other partners including Community Organizations who will provide support to your project (please address those who provided letters of support for your grant proposal and others as applicable). Indicate who will carry out each element of the work plan, including supporting organizations and partners, consultants, and contractors. Please specifically state who on this project will be responsible for technical oversight of assessment-related activities. Include a copy of an organization chart, as appropriate.

1.3 Project Outputs and Outcomes

Pursuant to EPA Order 5700.7, “Environmental Results under EPA Assistance Agreements,” EPA requires that all grant recipients adequately address environmental outputs and outcomes. Outputs and outcomes differ both in their nature and in how they are measured. Grant recipients must discuss their anticipated environmental outputs and outcomes in their work plan:

Outputs - *refer to measurable quantitative or qualitative activities, efforts, deliverables, or work products that the applicant proposes to undertake during the project period. For example, quarterly progress reports produced during the grant would be considered outputs. Also, assessment of one brownfields site would be considered an output.*

Outcomes - *refer to the result, effect, or consequence that will occur from carrying out the activities or outputs of the project. Outcomes may be environmental, behavioral, health-related or programmatic; must be quantitative; and may not necessarily be achievable during the project period. EPA will work with cooperative agreement recipients (CARs) to demonstrate the impact of assessing and cleaning up brownfields by measuring the amount of land on which environmental threats have been determined, what risks have been addressed, and the number of acres made ready for reuse. Outcomes from a grant might include the number of jobs leveraged and other funding leveraged through the economic reuse of properties, or acres of greenspace created for communities.*

2. PROJECT TASK DESCRIPTIONS

Describe each task and sub-task that will be performed as part of this project and the type of funding that will be used for each task or sub-task (e.g., EPA cooperative agreement funds, other non-federal funds, etc.). Link personnel, equipment, and other budget costs from the detailed budget table/narrative to the tasks/objectives described in the work plan.

This sample work plan includes the key required tasks and environmental response requirements for an assessment project funded with EPA brownfields cooperative agreement funds. All of these are important for EPA to track or verify. If a required task has already been completed, please include a brief summary at the beginning of this section or in the preceding introduction section that says what was done, by whom and when. Your project may require the inclusion of additional tasks that are not included in this sample.

State Oversight & Associated Costs - You are strongly encouraged to work with your State environmental department or agency and enter the state voluntary clean-up program (VCP). State VCP fees can be eligible costs and consultation with your State or Tribal agency can help streamline the concerns that arise later on during cleanup planning.

2.1 TASK 1 – PROJECT MANAGEMENT AND REPORTING

Describe in Task 1 how your project will be managed under the cooperative agreement. Sub-tasks can include project management, project reporting (interim and final), and contractor procurement. For each sub-task, provide the following:

- *Objective of the task*
- *Who has the lead for each task*
- *Milestones and deliverable(s)*
- *Estimated submittal or completion dates*

2.1.1 Project Management

Describe those activities necessary to manage the project in accordance with the work plan. Refer to all required statutes, circulars, terms and conditions (T&Cs), including establishment and maintenance of necessary cooperative agreement records and files. Describe financial management, project oversight, and attendance at necessary project meetings. Contact the EPA Brownfields Project Manager for assistance in determining eligible programmatic costs versus ineligible administrative costs.

2.1.2 Project Reporting - Periodic

Required periodic reports include Quarterly Progress Reports due within 30 days of the end of each federal fiscal quarter ending December, March, June, and September (due by January 30, April 30, July 30, and October 30); Disadvantaged Business Enterprises (DBE/MBE/WBE) Reports are due by October 30th of each year if certain conditions are met – refer to Terms & Conditions for details. The CAR must submit property specific information reflecting site specific activities

Provide agency name, date, and page number on each page within 30 days after the end of the Federal fiscal quarter in which the event occurred. The CAR will be provided access to an on-line reporting system, the Assessment, Cleanup and Redevelopment exchange System (ACRES). The CAR is required to enter ACRES to report the initiation of assessment and completion of assessment activities.

2.1.3 Staff Training/Travel

Include if you plan to fund key personnel to attend a national or regional EPA Brownfields conference. Attendance is not required each year of the grant, but is highly encouraged the first year. Applicability of actual training courses should be discussed with the EPA Brownfields Project Manager.

2.1.4 Contractor Procurement

Describe how and when you will procure any necessary contractors in accordance with your procurement procedures and with 2 CFR Part 200 Uniform Administrative Requirements for Grants and Cooperative Agreements for Federal Awards and EPA specific Regulations for Grants and Agreements at 2 CFR Part 1500.

2.1.5 Final Performance Report

You must prepare a final performance report and submit it to your EPA Brownfields Project Manager within 90 calendar days after the expiration or termination of the award (sooner is also acceptable). The report may be provided to the Project Officer electronically. The report should generally contain the same information as the Quarterly Progress Reports, but should cover the entire project period and may include before and after photos of the assessment of the site. In addition, the Final Performance Report should specifically address lessons learned by you or your contractor(s) in implementing the brownfields assessment(s) successes achieved and a summary fact sheet of the project.

2.2 TASK 2 – PUBLIC INVOLVEMENT

Describe how you will perform public involvement activities, consistent with the Assessment Grant Proposal submitted and the Cooperative Agreement Terms and Conditions, to ensure that community concerns are considered in project planning and execution. The public must be kept informed of project progress and results and given the opportunity to be involved with your project. For each sub-task, provide the following:

- *Objective of the task*
- *Who has the lead for each task*
- *Milestones and deliverable(s)*
- *Estimated submittal or completion dates*

2.2.1 Public Outreach and Involvement

CARs should provide an outline of activities that will engage the targeted community. Provide details on plans for public meetings, distribution of outreach materials, and other notifications

Provide agency name, date, and page number on each page efforts. Include the process that will be used to solicit public comment, how comments will be considered, and then communicated back to the public.

You may choose to prepare a separate Public Involvement Plan (PIP) detailing your outreach plans as described above. If so, plan on submitting the plan to EPA for review. As part of that Plan, designate a spokesperson, establish an information repository (IR) convenient to the site, and place relevant documents into the IR so that they are available to the public for review. Examples of documents to be placed in the IR include the cooperative agreement work plan, inventory of brownfields and the criteria used to prioritize for assessment, site investigation reports, any proposed cleanup plans, Analysis of Brownfields Cleanup Alternatives (ABCA), cleanup standards referenced, and responses to public comments.

2.2.2 Project Updates and Other Public Information

Describe other means or activities you will use to keep the public informed and involved. Include preparation of a plain language “fact sheet” prepared and distributed to the affected community at the beginning of the project, and a fact sheet after the assessment is complete. Additional fact sheets may be prepared if there are new developments or delays.

If this grant includes cleanup planning activities such as preparation of an ABCA (or equivalent), CARs may need to publish a notice of availability of the draft ABCA and the proposed cleanup plan for a public comment period (typically 30 days). A summary of comments received and how they will be addressed in the Final Cleanup Plan should also be included in the work plan tasks.

2.3 TASK 3 – SITE INVENTORY AND/OR CHARACTERIZATION

Describe the steps you will take to plan development of an inventory and/or conduct assessment(s).

For each sub-task, provide the following:

- *Objective of the task*
- *Who has the lead for each task*
- *Milestones and deliverable(s)*
- *Estimated submittal or completion dates*

Note: Please discuss State Oversight activities in the applicable tasks and include cost estimates for State Oversight in your budget with supporting details provided in the budget narrative.

2.3.1 Site Inventory

If you are planning to complete a site inventory and/or a sites prioritization plan (for further assessment) as part of your cooperative agreement, describe those activities necessary to complete this task.

2.3.2 Candidate Site Identification

If candidate sites for assessment were not specifically identified in the grant proposal, CARs must provide EPA with details about each site proposed for further assessment (Phase I Assessment, Phase II Assessment, or other types of assessment activities) so that EPA can confirm site eligibility and approve the site for further assessment using cooperative agreement funds. Site eligibility criteria are outlined in the Proposal Guidelines for Brownfields Assessment Grants. CARs may use cooperative agreement funds to evaluate site eligibility and present the information to EPA for approval. You may also choose to describe the proposed work here in this section and then submit site eligibility information as a separate deliverable.

2.3.3 Site Characterization – Phase 1 Assessment

The CAR shall ensure that a “Phase I” site characterization and assessment carried out under this agreement will be performed in accordance with EPA's standard for all appropriate inquiries. The CAR shall utilize the practices in ASTM standard E1527-13 “Standard Practices for Environmental Site Assessment: Phase I Environmental Site Assessment Process,” or EPA's All Appropriate Inquiries Final Rule “All Appropriate Inquiries Rule: Reporting Requirements Checklist for Assessment Grant Recipients”, (Publication Number: EPA 560-R-11-030). This does not preclude the use of grant funds for additional site characterization and assessment activities that may be necessary to characterize the environmental impacts at the site or to comply with applicable State standards.

All Appropriate Inquiries (AAI) final reports produced with funding from this agreement must comply with 40 CFR Part 312 and must, at a minimum, include the information below. All AAI reports submitted to EPA Brownfields Project Managers as deliverables under this agreement must be accompanied by a completed “Reporting Requirements Checklist” that EPA’s Project Officer will provide to the recipient. The checklist also is available to grantees on the EPA website at <https://www.epa.gov/brownfields/brownfields-all-appropriate-inquiries-rule-reporting-requirements-checklist-assessment> or <https://www.epa.gov/sites/production/files/2014-08/documents/aai-reporting-fact-sheet-and-checklist-062111-final.pdf>.

2.3.4 Site Characterization – Phase 2 Assessment

CARs may perform additional assessments (Phase II Assessment or other assessment activities) on an EPA-approved site with cooperative agreement funds. If you plan to perform additional assessment(s), describe those specific activities you will perform to complete this task.

2.3.5 ESA and NHPA requirements

EPA has certain requirements under the Endangered Species Act (ESA) and National Historic Preservation Act (NHPA), which EPA must meet before giving approval for you to proceed with field work under the cooperative agreement. CARs may help EPA by providing certain information which will help us fulfill our responsibilities in a timely manner and prevent delays, and can use cooperative agreement funds to do so. The information, which may be available in a Phase 1 Site Assessment, includes the following: the location of your project, any threatened or endangered species or habitat which may be affected by your project, whether the site is

Provide agency name, date, and page number on each page considered to be of concern by the State Historic Preservation officer, a list of Tribes who may believe your site or project could disturb cultural resources, and your evaluation as to whether your plans could have adverse effects on endangered species or cultural resources. Additional guidance on this topic will be provided by your EPA Brownfields Project Manager.

2.3.6 Quality Assurance Project Plan (QAPP) and Health and Safety Plan

*If sampling is to be funded wholly or in part with EPA funds, a site specific Quality Assurance Project Plan (QAPP) must be prepared and submitted to EPA for review and concurrence before any sampling is done. Please allow at least **4-6 weeks** for turnaround time. Plan to include additional time for making changes to your QAPP. CARs must also prepare (or have their contractor prepare) and follow an OSHA-compliant Health and Safety Plan. A copy must be provided to the EPA Brownfields Project Manager for inclusion in the cooperative agreement file.*

2.3.7 Integrating Sustainability

Projects should demonstrate how aspects of sustainability have been considered or integrated into cleanup activities. There are many ways to reduce the environmental footprint of site work including:

- Utilize fuel efficient vehicles
- Reduce miles traveled while conducting site work
- Purchase or lease more sustainable equipment, supplies, and services
- Implement sustainable materials management practices (reduce, reuse, recycle)
- Consider efficiencies to traditional travel or consider alternatives
- Consider other practices that directly reduce water, materials, climate, energy, or air impacts

More information on ways to integrate sustainability -

http://intranet.epa.gov/OGD/policy/grants_policy_issuance_17_01.pdf

2.4 TASK 4 - CLEANUP PLANNING

Describe the steps you will take to plan the cleanup of your site.

For each sub-task, provide the following:

- *Objective of the task*
- *Who has the lead for each task*
- *Milestones and deliverable(s)*
- *Estimated submittal or completion dates*

Note: Please discuss State Oversight activities in the applicable tasks and include cost estimates for State Oversight in your budget with supporting details provided in the budget narrative.

2.4.1 Analysis of Brownfields Cleanup Alternatives

EPA requires CARs to have or prepare an ABCA or equivalent State-required document that summarizes the following information: site description and contamination (i.e., exposure pathways, contaminant sources, types and levels of contamination, etc.); cleanup standards; and applicable laws. The ABCA must also discuss alternatives considered (at least two, evaluated in terms of effectiveness, implementability, and cost) and the proposed cleanup plan. This document must go out for public comment prior to beginning cleanup (typically 30 days). Review of the ABCA by the State VCP project manager prior to making the document available for public comment will help ensure that your cleanup plans will ultimately be acceptable to the State. Additional guidance on this topic will be provided by your EPA Brownfields Project Manager.

Resiliency - The evaluation of alternatives should also consider the resilience of the remedial options in light of reasonably foreseeable changing climate conditions (e.g., sea level rise, increased frequency and intensity of flooding and/or extreme weather events, etc.). The alternatives may additionally consider the degree to which they reduce greenhouse gas discharges, reduce energy use or employ alternative energy sources, reduce volume of wastewater generated/disposed, reduce volume of materials taken to landfills, and recycle and re-use materials generated during the cleanup process to the maximum extent practicable. The evaluation will include an analysis of reasonable alternatives including no action.

EPA has created an **Analysis of Brownfield Cleanup Alternatives (ABCA) checklist** to help Cleanup grant recipients and is part of meeting the term and condition. This checklist, How to Address Changing Climate Concerns in an Analysis of Brownfield Cleanup Alternatives (ABCA), is now final and available online through EPA's brownfields website at https://www.epa.gov/sites/production/files/2015-09/documents/epa_oblr_climate_adaptation_checklist.pdf.

Greener Cleanup Information – In preparing for site cleanup work additional resources are available to assist with sustainability integration through greening cleanup activities: ASTM publicizes results from implementing the standard its website and the standard is available through ASTM at <http://compass.astm.org/fedlogin.php>.

Further information on the standard is available at:

https://clu-in.org/greenremediation/docs/Greener_Cleanup_Standard_Winter2016.pdf

Key EPA resources related to greener cleanups include –

EPA's Office of Land and Emergency Management (OLEM) Greener Cleanup website, <https://www.epa.gov/greenercleanups/epa-principles-greener-cleanups> and EPA's Clu-In website, <https://clu-in.org/greenremediation/>.

2.4.2 Final Cleanup Plan

After the Public Notice and comment period on the ABCA, EPA requires CARs to document any significant comments received and how they were/are being responded to (such as a change in the cleanup plan, if there is such a change) and the final cleanup plan to be implemented with federal funds. The Final Cleanup Plan should include the cleanup standards to be achieved and

*Provide agency name, date, and page number on each page
any institutional, land use or engineering controls that will be required as part of the cleanup.
This document should be submitted to the State VCP project manager for concurrence that the
Cleanup Plan can be expected to meet State cleanup requirements.*

2.4.3 Cleanup (Remedial) Design

*CARs can use cooperative agreement funds to prepare solicitations, and/or contracts for hiring
a contractor to design and/or oversee the final cleanup plan selected.*

Continue with as many tasks as needed.

3. SCHEDULE AND DELIVERABLES

*Provide a schedule of all key milestones, activities, and accomplishments anticipated over the length of
the cooperative agreement. It is recommended that you discuss an anticipated start date for this
agreement with your EPA Brownfields Project Manager and reference general time frames rather than
specific dates. For example, a three year project could be referenced with 36 months (Task One /Month
1-2, Task Two/Month 6 – 12) and so on for a three year project.*

DUE DATE	ITEM	Send to:			
		EPA PO	STATE	EPA GRANTS	EPA FINANCE
Month 1	Property Profile Form entered in ACRES or submitted to PO	X			
Month 2	Public Involvement Plan (PIP) as applicable	X			
Month 2	Fact sheet - project starting	X			
Month 3	Public Meeting – Kick off	X	X		
Month 4	Solicitation for hiring consultant	X			
Month 5	Inventory developed & Site Selection Criteria set	X			
Month 6	Top sites selected	X	X		
Ongoing - At least 30 days before assessment is scheduled to begin	Site eligibility requested & confirmed (for petroleum include State)	X	X		
Before fieldwork begins	QAPP / Health and Safety Plan	X			

Provide agency name, date, and page number on each page

Before field work begins	Endangered Species Act (ESA) & National Historic Preservation Act (NHPA) Letters	X			
Ongoing	Site Assessments Begin				
Month 4	Quarterly Progress Report (QPR) 1	X			
Month 7	QPR 2 - continue with as many quarters as needed	X			
	DBE Report (MBE/WBE) (DBE = Disadvantaged Business Enterprises) Reports must be submitted annually by October 30th of each year. For forms & more information, visit: https://www.epa.gov/resources-small-businesses	X (copy)		X	
As Needed	Requests for Reimbursement – see Administrative Terms & Conditions				X
Month 36	Fact Sheet - Assessment results	X			
Months 36 – 39	Final Federal Financial Report (FFR) (SF425) & Final Drawdown For forms & more information, visit: https://www.epa.gov/grants/epa-grantee-forms	X (copy)		X (copy)	X
Months 36 – 39	Closeout: Final Performance Report with Summary Fact Sheet, Photos, and Lessons Learned	X			

Continue with list as necessary, ensuring all project-related milestones, activities and accomplishments are included. Note that "Month" due dates above are for guidance only.					
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4. BUDGET

4.1 Budget Table(s)

- Provide a detailed budget by task, sub-task or major activity. Include the following budget categories as applicable: personnel, fringe benefits, travel, equipment, supplies, contractual services, other.
- At a minimum the total cost for each task must be provided. The total cost by category must match the Budget Table on Standard Form 424A (SF-424A), Budget Information, submitted to EPA as part of your application.
- Include only those tasks and activities funded with EPA funds
- Please use 2 separate budget tables to show Hazardous Substances & Petroleum Funds.

EXAMPLE Project Budget Table: Hazardous Substances <i>Calculating Totals – highlight all of the numbers in the columns with your cursor and press F9 to calculate new subtotal and total amounts</i>					
Budget Category	Task 1	Task 2	Task 3	Task 4	Budget Category Totals
	Project Management & Reporting	Public Involvement	Site Inventory & Characterizatio	Cleanup Planning	

Provide agency name, date, and page number on each page

			n		
Personnel	\$1,923	\$2,400	\$0	\$769	\$5,092
Fringe Benefits	\$577	\$720	\$0	\$231	\$1,528
Travel	\$1,605	\$0	\$0	\$0	\$1,605
Equipment	\$0	\$0	\$0	\$0	\$ 0
Supplies	\$0	\$0	\$0	\$0	\$ 0
Contractual	\$5,659	\$5,000	\$150,778	\$15,565	\$177,002
Other: State Oversight	\$0	\$0	\$10,843	\$3,435	\$14,278
Other: Workshop Registration Fees	\$495	\$0	\$0	\$0	\$ 495
Other: Subawards	\$0	\$0	\$0	\$0	\$ 0
Task Totals	\$10,259	\$8,120	\$161,621	\$20,000	\$200,000

EXAMPLE Project Budget Table: Petroleum

*Calculating Totals – highlight all of the numbers in the columns with your cursor
and press F9 to calculate new subtotal and total amounts*

Budget Category	Task 1	Task 2	Task 3	Task 4	Budget Category Totals
	Project Management & Reporting	Public Involvement	Site Inventory & Characterization	Cleanup Planning	
Personnel	\$1,923	\$2,400	\$0	\$769	\$5,092
Fringe Benefits	\$577	\$720	\$0	\$231	\$1,528
Travel	\$1,605	\$0	\$0	\$0	\$1,605
Equipment	\$0	\$0	\$0	\$0	\$ 0
Supplies	\$0	\$0	\$0	\$0	\$ 0
Contractual	\$5,659	\$5,000	\$150,778	\$15,565	\$177,002
Other: State Oversight	\$0	\$0	\$10,843	\$3,435	\$14,278
Other: Workshop Registration Fees	\$495	\$0	\$0	\$0	\$ 495
Other: Subawards	\$0	\$0	\$0	\$0	\$ 0
Task Totals	\$10,259	\$8,120	\$161,621	\$20,000	\$200,000

EXAMPLE Project Budget Table: Combined Hazardous Substances + Petroleum

*Calculating Totals – highlight all of the numbers in the columns with your cursor
and press F9 to calculate new subtotal and total amounts*

Budget Category	Task 1	Task 2	Task 3	Task 4	Budget Category Totals
	Project Management & Reporting	Public Involvement	Site Inventory & Characterization	Cleanup Planning	
Personnel	\$3,846	\$4,800	\$0	\$1,538	\$10,184
Fringe Benefits	\$1,154	\$1,440	\$0	\$462	\$3,056
Travel	\$3,210	\$0	\$0	\$0	\$3,210
Equipment	\$0	\$0	\$0	\$0	\$ 0
Supplies	\$0	\$0	\$0	\$0	\$ 0
Contractual	\$11,318	\$10,000	\$301,556	\$31,130	\$354,004
Other: State Oversight	\$0	\$0	\$21,686	\$6,870	\$28,556
Other: Workshop Registration Fees	\$990	\$0	\$0	\$0	\$ 990
Other: Subawards	\$0	\$0	\$0	\$0	\$ 0
Task Totals	\$20,518	\$16,240	\$323,242	\$40,000	\$400,000

4.2 Budget Narrative – Combined Hazardous Substances & Petroleum

4.2.1 Budget Narrative by Task – Combined Haz Substances & Petro

4.2.2 Budget Narrative by Budget Category – Combined Haz Substances & Petro

***Budget Narrative** - The purpose of the Budget Narrative or Detailed Budget is to provide addition detail to support the budget estimates outlined in the Budget Table under 4.1. The narrative will show the calculation for the costs and thus how you arrived at your cost estimates (i.e. the basis for your calculations.)*

We have found that it is often helpful for Assessment Grantees to provide the Budget Narrative in two different ways –

- 1) Budget Narrative by Workplan Task, and
- 2) Budget Narrative by Budget Category listed in the Budget Table (i.e. personnel, fringe, travel, etc)

*****Please reference the Budget Example we've provided at the end of this workplan document and coordinate with your EPA Brownfields Project Manager to discuss further and seek additional assistance.*****

Guidance for assistance in developing your project budget and narrative:

- 1) EPA Region 10 Grants Management Guidance - a portion of which we have excerpted below.
- 2) Assessment Budget Narrative Example – We have provided an Example Budget Narrative at

Provide agency name, date, and page number on each page the end of this document that matches up with the Example Budget Tables provided above.

Please note:

Indirect costs are not eligible for reimbursement by cooperative agreement funding. Refer to grant guidance or attached draft Terms and Conditions for a description of indirect (ineligible) and eligible costs. You can also contact your EPA Brownfields Project Manager for assistance in determining eligible programmatic costs versus ineligible administrative costs.

Applicability of State Laws & Federal Cross-Cutting Requirements - Activities performed in whole or part with EPA cooperative agreement funds must also comply with all applicable state laws and cross-cutting federal requirements. Budget and schedule should take these into account.

EPA Region 10 Grants Management Guidance excerpt on Detailed Budgets (pgs. 7-8) is included below. Full Guidance document sent by email with application materials on 06.09.2017.

Requirements for Work Plan Detailed Budgets (Budget Narratives)

- A Detailed Budget is a required part of your complete application package. It goes hand-in-hand with your Work Plan, which should discuss the need for each budgeted item.
- It will also provide the essential budget information needed for the Budget Information, Standard Form 424A, which is part of your application.
- Without a Detailed Budget, EPA will not be able to adequately review your grant proposal and your application will be delayed.

How Much Detail is Enough?

Please include information that shows how you arrived at your estimated costs, i.e. what is the basis for your calculations? At a minimum, your detailed budget must follow these criteria, using these budget categories:

Personnel - List all staff positions for the project by title. Give annual salary or hourly rate, percentage of time or number of hours allotted to the project, and total cost for the project period. The total for this category will be entered on Standard Form 424A, Section B, Line 6.a.

Fringe Benefits - Identify the percentage used for your calculation, the basis for its computation, and what benefits are included. This amount will be entered on Standard Form 424A, Section B, Line 6.b.

Travel - Indicate the budgeted travel's purpose, the destination of each trip, the duration of the trip and the number of travelers. Specify the mileage, per diem, and other costs for each type of travel, such as lodging, common carrier transportation, etc. If each trip cannot be itemized out, describe how you arrived at your budgeted costs. For example: "Travel costs are based on last year's actual costs for the same work tasks. This year's travel effort is estimated to be the same." This amount will be entered on Standard Form 424A, Section B, Line 6.c.

Equipment - Identify each item to be purchased which has an estimated acquisition cost of \$5,000 or more per unit and a useful life of more than one year. Items with a unit cost of less than \$5,000 are deemed to be supplies, pursuant to 2 CFR 200.94. If applicable, indicate why it is more economical to purchase rather than lease. This amount will be entered on Standard Form 424A, Section B, Line 6.d.

Supplies - "Supplies" means all tangible personal property, other than "equipment". The detailed budget should identify categories of supplies to be procured (e.g., laboratory supplies or office supplies), and their cost. This amount will be entered on Standard Form 424A, Section B, Line 6.e.

Contractual - Identify each proposed contract and specify its purpose and estimated cost. Provide information on how the estimates were arrived at. This amount will be entered on Standard Form 424A, Section B, Line 6.f. If you plan to publish a Request for Proposals to acquire the services of an environmental contractor (also sometimes referred to as an "environmental consultant"), these costs will be shown here. Please be advised that the term "consultant*" has a different meaning under EPA procurement regulations – please see below.

If your project requires the hiring of consultants (individuals with specialized skills who are paid at an hourly or daily rate), the maximum allowable consultant rate cannot exceed the maximum daily rate for a Level IV of the Executive Schedule, adjusted annually. You may find the annual salary for Level IV of the Executive Schedule on the following Internet site: <http://www.opm.gov/oca>. Select "Salary and Wages," and select "Executive Schedule" (<https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/17Tables/exec/html/EX.aspx>) The annual salary is divided by 2087 hours to determine the maximum hourly rate, which is then multiplied by 8 to determine the maximum daily rate. As of January 1, 2017, Level IV Executive Service annual salary is \$161,900 or \$620.60 per day (\$161,900/2087 hours) and \$77.58 per hour. This excludes overhead, travel, and subsistence costs for travel. To find the most current annual rate go to: OPM Executive Schedule. Your detailed budget MUST show the hourly or daily rate you are proposing (for example: consultant 24 hours X \$60.00 per hour = \$1440).

***Note:** *The difference between a contract and consultant is that a consultant is an individual with specialized skills who, although not on the Cooperative Agreement (CAG) recipient's payroll as an employee, provides personal services to the recipient under an agreement which essentially establishes an employer-employee relationship between the recipient and the individual providing the services. The CAG recipient typically directs the individual's (i.e., consultant's) work and exercises day-to-day control of the individual's activities. A contract, on the other hand, is typically used to hire an individual or firm who furnishes deliverables or services (like reports or training courses) with minimal oversight and direction from the CAG recipient. Applicants should review 2 CFR Part 200.318-326 and 2 CFR Part 1500.09-10 concerning procurement and the need to provide justification for sole-source agreements and documentation concerning cost-price analysis for contracts and other agreements.*

Other – This category should include only those types of direct costs that do not fit in any of the other budget categories. Examples of costs that may be in this category are: registration fees, state oversight costs insurance and indemnification, rental/lease of equipment or supplies, equipment service or maintenance contracts, printing or photocopying, and subaward costs. List each item separately and

provide sufficient detail for EPA to determine the reasonableness and allowability of its cost. *This amount will be entered on Standard Form 424A, Section B, Line 6.h.*

Subawards: Subawards (e.g., subgrants) are a distinct type of cost under this category. The term “subaward” means an award of financial assistance (money or property) by any legal agreement made by the recipient to an eligible subrecipient. This term does not include procurement purchases, technical assistance in the form of services instead of money, or other assistance in the form of revenue sharing, loans, loan guarantees, interest subsidies, insurance, or direct appropriations. Subcontracts are not subawards and belong in the contractual category. Applicants must provide the aggregate amount they propose to issue as subaward work and a description of the types of activities to be supported. EPA Project Managers and Grants Specialists will review the EPA Subaward Policy under Grants Policy Issuance (GPI) 16-01. This policy establishes the requirements and procedures for Grants Management Offices and Program Offices in making determinations regarding subrecipient eligibility, overseeing pass-through entity monitoring and management of subawards, and authorizing fixed amount subawards under 2 CFR 200.330, 200.331, and 200.332 (“the applicable regulations”).

4.2 EXAMPLE Budget Narrative – Combined Hazardous Substances & Petroleum

4.2.1 EXAMPLE Budget Narrative by Task - Combined Haz Sub & Petro

Task 1 – Project Management & Reporting - \$20,518 Total, (\$10,259 haz sub & \$10,259 petroleum)

This task will be led by the City’s Project Manager supported by the City’s environmental contractor. Project management and reporting will be ongoing throughout the project term.

- **\$5,000 City Personnel: Project coordination.** 96 hours at \$40/hour plus 30% fringe for environmental contractor procurement and project coordination perform those activities necessary to manage the Project in accordance with the work plan and meet all required statutes, circulars, and terms and conditions, including establishment and maintenance of necessary Cooperative Agreement records and files.
- **\$3,210 Travel/Training:** City Project Manager and one member of the Advisory Committee to attend one State or regional and one national brownfields conference. Travel/Training costs were calculated as follows:

Regional Conference Estimate (based on Salem, OR Conference 05/2014 costs)

- Hotel \$86/night x 2 nights x 1 event/year x 2 persons x 1 year = \$344
- Per diem \$36.80/day, x 2 days/event x 2 persons = \$147
- Regional Subtotal = \$491

National Conference Estimate (based on Brownfields Atlanta, GA)

- Airfare \$617.50/event x 1 event/year x 2 persons x 1 year = \$1,235.00
- Airport parking \$10/day x 4 days/event x 1 vehicle x 1 year = \$40.00

- Hotel \$133/night x 4 nights x 1 event/year x 2 persons x 1 year = \$1,064.00
- Per diem \$47.50/day x 4 days x 2 persons x 1 year = \$380
- National Subtotal = \$2,719
- **\$11,318 Contractual:** Reporting to EPA, update ACRES database, prepare final performance report, 113.18 hours at \$100/hour.
- **\$990 Other: Registration Fees - State/Regional and National Brownfields Conferences,** City Project Manager and one Advisory Committee member.

State/Regional Brownfield Conference registration, \$195/event x 1 event/year x 2 persons x 1 year = \$390;

National Brownfields Conference Registration, \$300/event x 1 event/year x 2 persons x 1 year = \$600.

Task 2 – Public Involvement: \$16,240 Total (\$8,120 from hazardous substance funds and \$8,120 from petroleum funds).

- **\$6,240, City Personnel:** (120 hrs at \$40/hr + 30% fringe).
- **\$10,000 Contractual:** Environmental contractor outreach (100 hours at average billing rate of \$100/hr).

The total EPA funded budget for this project is \$400,000, comprised of \$200,000 from the petroleum budget and \$200,000 from the hazardous waste budget.

The City understands that indirect costs are not eligible for reimbursement by cooperative agreement funding. Project activities performed in whole or part with EPA cooperative agreement funds will comply with all applicable state laws and cross-cutting federal requirements.

Task 3 – Site Inventory and Characterization (Phase I and II ESAs): **\$301,556 Total** (\$150,778 from hazardous substance funds and \$150,778 from petroleum funds)

- **\$14,000 Contractual: Inventory.** Environmental contractor creation and prioritization of brownfield inventory, site selection, eligibility determinations (140 hrs at \$100/hour).
- **\$144,000 Contractual: Phase I ESAs.** We anticipate completing up to 40 Phase I ESAs on simple sites at an average cost of \$2,350/each and up to 10 Phase I ESAs of complex sites at an average cost of \$5,000/each.
- **\$139,556 Contractual: Phase II ESAs** (6 Phase II ESAs at \$23,259.33 each, see breakdown below for one Phase II ESA).

Phase II Cost Estimate Breakdown

- \$16,100, Environmental contractor (161 hours at \$100/hour) – HASP, SAP, Phase II ESA implementation and reporting
 - Laboratory analysis of samples: \$2,326
 - Driller: \$3,333.33
 - Other (utility locating, geophysical survey, etc): \$1,500
- **\$4,000 Contractual: QAPP Preparation** Environmental contractor, 40 hours at \$100/hour.
 - **\$21,686 State Oversight (Other):** 125.35 hours at \$173/hour.

Task 4 – Cleanup Planning. \$40,000 Total (\$20,000 from petroleum funds, \$20,000 from hazardous substances funds). Cleanup plans will be developed for two properites. The plans will be prepared by a team of qualified professionals. If feasible and desired, Final Cleanup Plans will be prepared, and solicitations, and/or contracts for hiring a contractor to implement the final cleanup plan will be prepared.

- **\$2,000, City Personnel:** If feasible or desired, the City will use cooperative agreement funds to prepare solicitations, and/or contracts for hiring a contractor to implement the final cleanup plan selected for up to two properties (38.5 hrs at \$40/hour plus 30% fringe).
- **\$31,130 Contractual:** Develop up to two ABCAs and Final Cleanup Plan reports, Environmental contractor (311.3 hrs at \$100/hr)
- **\$6,870 Other - STATE Oversight:** (39.71 hours at \$173/hr).

4.2.2 EXAMPLE Budget Narrative by Budget Category - Combined Haz Sub & Petro

Calculating Totals – highlight all of the numbers in the columns with your cursor and press F9 to calculate new subtotal and total amounts

I. Personnel

Position/Title	Annual Salary	Percent of Time Assigned to Project	Amount
Project Manager	\$83,200	12.24%	
		Task 1	\$3,846
		Task 2	\$4,800
		Task 4	\$1,538

Total Personnel			\$10,184

II. Fringe Benefits

30% of Basic Salary: Includes retirement, health benefits, annual and sick leave and life insurance		
	Task 1	\$1,154
	Task 2	\$1,440
	Task 4	\$ 462
Total Fringe Benefits		\$3,056

III. Travel

Task 1	
State/Regional Brownfields Conference , 2 persons, Location and Date TBD (Costs based on Oregon Brownfields Conference in Salem, Oregon)	
Hotel (\$86/night x 2 persons x 2 nights)	\$344
Per diem (\$36.80/day, x 2 days/event x 2 persons)	\$147
Subtotal	\$491
EPA National Brownfields Conference , 2 persons, Location and Date TBD (Costs based on National Brownfields Conference in Atlanta, GA)	
Airfare (\$617.50/event x 1 event/year x 2 persons x 1 year)	\$1235
Airport parking \$10/day x 4 days/event x 1 vehicle x 1 year	\$40
Hotel \$133/night x 4 nights x 1 event/year x 2 persons x 1 year	\$1064
Per diem \$47.50/day x 4 days x 2 persons x 1 year	\$380
Subtotal	\$2,719
Total Travel	\$3,210

IV. Contractual

For additional narrative to support contractual costs, please see Section 4.2 Combined Budget Narrative by Task.

Task 1	\$ 11,318
Task 2	\$ 10,000
Task 3	\$301,556
Task 4	\$ 31,130
Total Contractual	\$354,004

V. Other: State Oversight

For additional narrative to support State Oversight costs, please see Section 4.2 Combined Budget Narrative by Task.

State Oversight Costs	Task 3	\$21,685
	Task 4	\$ 6,871
	Total State Oversight	\$28,556

VI. Other: Brownfield Conference Registration Fees

For additional narrative to support State Oversight costs, please see Section 4.2 Combined Budget Narrative by Task.

Brownfield Conference Registration Fees To support attendance at 2 conferences (Regional & National) for 2 staff each conference	Task 1	\$990
	Total Registration Fees	\$ 990

Total Cooperative Agreement Budget **\$400,000**